



BRIC – NATIONAL BRAIN RESEARCH CENTRE MANESAR, GURUGRAM – 122 052, HARYANA



RIGHT TO INFORMATION Act, 2005

INFORMATION MANUAL / HANDBOOK 2024-25

Information Under Section 4(I)(b) of RTI, 2005

A FRAMEWORK FOR TRANSPARENCY AUDIT

| S. No. | Compliance Para | Compliance Sub - Para | Compliance Information |
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| ORGANISATION AND FUNCTION | | | |
| 1 | Particulars of its organization, functions and duties [Section 4(1)(b) (i)] | (i) Name and address of the Organization | National Brain Research Centre (NBRC), Near N.S.G. Campus, Nainwal Mode, NH – 08, Manesar – 122 052 (Haryana) |
| | | (ii) Head of the organization | Director, NBRC |
| | | (iii) Vision, Mission and Key objectives | <p>Vision : The vision we have for NBRC is that it would not only grow into a world-class institute for brain research but also create a vibrant, active neuroscience community by catalysing the overall growth of this discipline in the country. The expected benefit from this initiative would be the generation of skilled manpower in this important area of research who would help India achieve an international leadership in this frontier area of science. This initiative would also help Indian neuroscientists to participate in global research efforts as equal partners. The knowledge base generated from these efforts would help diagnostic tools and therapeutic strategies for treatment of brain-related disorders. A unique role for NBRC is that it will act as a node with linkages to other centres carrying out neuroscience research in the country, acting in effect as the “hub of the wheel” rather than the wheel itself.</p> <p>Mandate : The mandate of National Brain Research Centre (NBRC) is to:</p> <ul style="list-style-type: none"> • Pursue research to understand brain function in health and disease. • Generate trained human resources with the capability to carry out interdisciplinary research in neuroscience. • Promote neuroscience in India through networking among institutions across the country. |

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| | | | <p>Key Objective:</p> <ul style="list-style-type: none"> • To take over the entire undertaking of National Brain Research Centre, a society registered under the Societies Registration Act, 1860 in the NCT of Delhi as a going concern, including all its assets, liabilities, obligations, income, rights, privileges, contracts, engagements relating to the operations of the said society; • To undertake, aid, promote, develop, guide and coordinate research of high calibre in basic and clinical neuroscience related to diseases and disorders of the nervous system. • To develop the Centre as the national apex centre for neurosciences research and promote neuroscience research at different centres in the country and to provide consulting services to other institutions, agencies and industries. • To promote, encourage and augment effective linkages, alliances and affiliations between the Centre and national and international scientific and research institutions, bodies, agencies / laboratories and other organizations working in the field of brain and neurosciences research; • To establish one or more satellite centres to serve different regions of the country for efficient achievement of the objectives of the, Centre; • To collect, assimilate, publish and disseminate data and information on aspects relevant to neuroscience to the scientific community; • To establish, operate and maintain state-of-the-art facilities and database for carrying research and development activities and make such facilities and database available to scientists and researchers from all over the country and abroad; • To provide for instructions and training in such other branches of learning as the Centre may deem fit; • To provide facilities for advanced research and development for advancement of learning and for dissemination of knowledge; • To undertake extramural studies, extension programmes and field outreach activities to contribute to the development of society; • To promote, develop, collaborate or otherwise assist in providing services of research, training, consulting or guidance related to neuroscience activities comprising biological, Physiological, sociological and clinical aspects; and • To do all such other acts and things as may be necessary or desirable to further the objectives of the Centre. |
| | | <p>(iv) Function and duties</p> | <p>NBRC functions as a comprehensive brain research institute which has been envisaged as a novel institution of its kind in having both intramural and extramural responsibilities. A unified, highly integrated multidisciplinary team of scientists from varying backgrounds works to pursue its objectives and address highly complex problems in neuroscience that are</p> |

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| | | | beyond the capacities of individual investigators. In order to promote human resource development in an interdisciplinary manner, NBRC was accorded the status of Deemed to be University by the Ministry of Human Resource Development in May 2002. NBRC offers a PhD and an MSc-PhD integrated programme in neuroscience with a rigorous course work. To promote neuroscience in India NBRC has networked with institutions across the country. Currently 47 centres throughout India are networked to NBRC. |
| | | (v) Organization Chart | Attached at Annexure - A |
| | | (vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt. | Genesis : http://www.nbrc.ac.in/newweb/genesis Inception : The National Brain Research Centre (NBRC) was established by the Department of Biotechnology, Ministry of Science & Technology, Government of India, in November 1997 as a fully funded autonomous research institute in the area of neuroscience and brain. It is presently located on 46.20 acres of land situated at Manesar 50 km from Delhi and was formally dedicated to the nation by the Hon'ble President of India, Dr. A.P.J. Abdul Kalam in December, 2003. Formation of NBRC : The Centre was registered as a Society in June 1999 under the Registration of Societies Act 1860. HoDs from time to time : Details available in NBRC website i.e., http://www.nbrc.ac.in/newweb/dir-incharge . Committees of NBRC : BRIC-Governing Body (GB), BRIC-Finance Committee (FC), BRIC-Society, Scientific Advisory Committee (SAC), Building Committee (BC), Academics Council (AC), Board of Studies (BOS) |
| 2 | Power and duties of its officers and employees [Section 4(1) (b) (ii)] | (i) Powers and duties of officers (administrative, financial and judicial) | Attached at Annexure - B |
| (ii) Power and duties of other employees | | | |
| (iii) Rules/orders under which powers and duty are derived and | | As per NBRC Rules, GoI Rules. (Whenever applicable) | |
| (iv) Work allocation | | Attached at Annexure - C | |
| 3 | Procedure Followed in Decision Making Process [Section 4(1)(b)(iii)] | (i) Process of decision making Identify key decision making points | As per NBRC Rules and Manual of Office Procedure. |
| (ii) Final decision making authority | | Director, NBRC, Manesar or official nominated by the Director, NBRC, Manesar. | |
| (iii) Related provisions, acts, rules etc. | | GoI Rules as applicable to NBRC. | |
| (iv) Time limit for taking a decisions, if any | | Nothing fixed. | |
| (v) Channel of supervision and accountability | | For research and academic activities, the channels of reporting are as follows: Scientists/Faculty Members → Director AO (Acad.) → Registrar → Director For non-academic activities, the channels of reporting are as under: | |

| | | | AO → DFO → FAO → CAO → Director |
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| 4 | The norms for discharge of functions [Section 4 (1)(b)iv] | (i) Nature of functions/ services offered | Major Equipment & Facilities Division, Animal Facility, Centre for Excellence for Epilepsy, Computer Centre, Library, National Neuroimaging Facility. http://www.nbrc.ac.in/newweb/facilities |
| | | (ii) Norms/ standards for functions/service delivery | As per Govt. of India Rules on the subject |
| | | (iii) Process by which these services can be accessed | All NBRC employees are governed by the Rules of NBRC and other service rules as may be adopted from time to time. |
| | | (iv) Time-limit for achieving the targets | As per guidelines. |
| | | (v) Process of redress of grievances | CPGRAM or Through Proper Channel. |
| 5 | Rules, Regulations, Instructions, Manual and Records for Discharging Functions [Section 4(1)(b)(v)] | (i) Title and nature of the record/manual/instruction | As per NBRC rules, regulations and orders. |
| | | (ii) List of Rules, regulations, instructions manuals and records. | As per NBRC rules, regulations and orders. |
| | | (iii) Acts/ Rules manuals etc. | As per Govt. of India Acts/ Rules manuals etc. |
| 6 | Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] | (i) Categories of documents | Attached at Annexure - D |
| | | (ii) Custodian of documents /categories | Respective Section / Section Heads. |
| 7 | Boards, Councils, Committees and Other Bodies Constituted As Part of Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. | BRIC - Governing Body (GB), BRIC - Finance Committee (FC), BRIC – Society Committee, Scientific Advisory Committee (SAC), Building Committee (BC), Academics Council (AC), Board of Studies (BOS) |
| | | (ii) Composition | Attached at Annexure - E |
| | | (iii) Dates from which constituted | BRIC-Governing Body (GB)=11.09.2024, BRIC-Finance Committee (FC)=20.08.2024, BRIC-Society, Scientific Advisory Committee (SAC)=22.08.2022, Building Committee (BC), Academics Council (AC)=29.06.2020, Board of Studies (BOS)=09.12.2022 Note: SAC is notified on 25.06.2021 |
| | | (iv) Term/ Tenure | The Term/Tenure of nominated members of BRIC-Governing Body (GB), BRIC-Finance Committee (FC) and BRIC-Society are not available, Scientific Advisory Committee (SAC) is 03 years. The Term/Tenure of Members of Building Committee (BC), Academics Council (AC), Board of Studies (BOS) are decided by Director, NBRC. |
| | | (v) Powers and functions | Attached at Annexure - F |
| | | (vi) Whether their meetings are open to the public? | No. |
| | | (vii) Whether the minutes of the meetings are open to the public? | No. |
| | | (viii) Place where the minutes if open to the public are available? | Not Applicable. |
| 8 | | (i) Name & Designation, | |

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| | Directory of Scientists, Officers and Employees [Section 4(1) (b) (ix)] | (ii) Telephone, Fax and E-mail ID | Attached at Annexure - G |
| 9 | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] | (i) List of employees with Gross monthly remuneration | Attached at Annexure - H |
| | | (ii) System of compensation as provided in its regulations: | Pay & allowance are as per GoI norms. |
| 10 | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)] | (i) Name and designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) and Appellate Authority | Public Information Officer (PIO) : Mr. Tanmoy Bhattacharyya, Chief Administrative Officer (CAO), National Brain Research Centre (NBRC), Manesar. Address : National Brain Research Centre (NBRC), Near N.S.G. Campus, Nainwal Mode, NH – 08, Manesar – 122 052 (Haryana) Tel. No. : 0124 – 2845226 E-mail : cao-nbrc@nbrc.ac.in |
| | | (ii) Address, Telephone Numbers and E-mail ID of each designated official | Assistant Public Information Officer (APIO) : Nil. Appellate Authority : Prof. Anirban Basu, Scientist-VII, National Brain Research Centre (NBRC), Manesar. Address : National Brain Research Centre (NBRC), Near N.S.G. Campus, Nainwal Mode, NH – 08, Manesar – 122 052 (Haryana) Tel. No. : 0124 – 2845225 E-mail : anirban@nbrc.ac.in |
| 11 | No. of employees against whom Disciplinary action has been proposed/ taken [Section 4 (2)] | (i) No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings | 01 no. (One) for major penalty pending for final decision. 01 no. (One) for major penalty under process. |
| | | (ii) Finalised for Minor penalty or major penalty proceedings | Nil. |
| 12 | Programmes to advance understanding of RTI [Section 26] | (i) Educational programmes | Nil. |
| | | (ii) Efforts to encourage public authority to participate in these programmes | Nil. |
| | | (iii) Training of CPIO/APIO | Nil. |
| | | (iv) Update & publish guidelines on RTI by the Public Authorities concerned | Nil. |
| 13 | Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] | Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] | Not Applicable. |
| BUDGET AND PROGRAMME | | | |
| 14 | Budget allocated to each agency including all plans, proposed | Total Budget for the public authority | |

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| | expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)] | Budget for each agency and plan & programmes | Attached at Annexure - I |
| | | Proposed expenditures | |
| | | Revised budget for each agency, if any | |
| | | Report on disbursements made and place where the related reports are available | Finance Section |
| | | Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. | All the procurement related Notices/tender enquiries and corrigenda issued thereon by NBRC are available on the Government e Marketplace, Central Public Procurement Portal (CPPP) and on the institute’s website: www.nbrc.ac.in as well. |
| 15 | Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012) | Budget | No separate allocation. |
| | | Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit | Attached at Annexure - J |
| 16 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | Name of the programme of activity | Not Applicable |
| | | Objective of the programme | Not Applicable |
| | | Procedure to avail benefits | Not Applicable |
| | | Duration of the programme/ scheme | Not Applicable |
| | | Physical and financial targets of the programme | Not Applicable |
| | | Nature/ scale of subsidy /amount allotted | Not Applicable |
| | | Eligibility criteria for grant of subsidy | Not Applicable |

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| | | Details of beneficiaries of subsidy programme (number, profile etc) | Not Applicable | | | |
| 17 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions | Not Applicable | | | |
| | | Annual accounts of all legal entities who are provided grants by public authorities | Not Applicable | | | |
| 18 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | Concessions, permits or authorizations granted by public authority | Not Applicable | | | |
| | | For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations | Not Applicable | | | |
| 19 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament | CAG Audit Para Raised | Audit Para Replied | Audit Para Settled | Pending |
| | | | 38 | 10 | 02 | 36 |
| PUBLICITY BAND PUBLIC INTERFACE | | | | | | |
| 20 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013] | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | Not Applicable. | | | |
| | | Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants | Not Applicable | | | |
| | | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | Not Applicable | | | |

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| | | Public- private partnerships (PPP)- Detailed project reports (DPRs) | Not Applicable |
| | | Public- private partnerships (PPP)- Concession agreements. | Not Applicable |
| | | Public- private partnerships (PPP)- Operation and maintenance manuals | Not Applicable |
| | | Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP | Not Applicable |
| | | Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government | Not Applicable |
| | | Public- private partnerships (PPP) -Information relating to outputs and outcomes | Not Applicable |
| | | Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) | Not Applicable |
| | | Public- private partnerships (PPP) - All payment made under the PPP project | Not Applicable |
| 21 | Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)] | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year | Not Applicable |
| | | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process | Not Applicable |
| | | Publish all relevant facts while formulating important policies or announcing decisions which affect | Not Applicable |

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| | | public to make the process more interactive- Outline the arrangement for consultation before formulation of policy | |
| 22 | Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] | Use of the most effective means of communication - Internet (website) | All the Recruitment Advertisements, Tenders etc. are uploaded on the website of the institute. |
| 23 | Form of accessibility of information manual/ handbook [Section 4(1)(b)] | Information manual/handbook available in electronic format | Nil |
| | | Information manual/handbook available in Printed format | Nil |
| 24 | Whether information manual/handbook available free of cost or not [Section 4(1)(b)] | List of materials available Free of cost | Nil |
| | | List of materials available at a reasonable cost of the medium | Nil |
| E-GOVERNANCE | | | |
| 25 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013] | Hindi | Nil |
| | | English | Nil |
| | | Vernacular/ Local Language | Nil |
| 26 | When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] | Last date of Annual updation | Nil |
| 27 | Information available in electronic form [Section 4(1)(b)(xiv)] | Details of information available in electronic form | Attached at Annexure - K |
| | | Name/ title of the document/record/ other information | |
| | | Location where available | |
| 28 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | Name & location of the facility | NBRC, Near NSG Campus, Nainwal Mode, NH – 8, Manesar, Gurugram – 122 052, HR |
| | | Details of information made available | Advertisement for Jobs, Tenders, Seminars, Conferences, Details of working employees and ex-employees, Annual Reports, Publications, Recruitment Rules, NAAC documents, Facilities (Major Equipment & Facilities Division, Animal Facility, Centre for Excellence for Epilepsy, Computer Centre, Library, National Neuroimaging Facility), Details of Researchers (Students, PDF, Project Assistant, Research Associate, Project Employees & Fellows etc.), Details of Awards/ Honour/ Fellowship, Members List (GB, FC, SAC, Society, BC, Academics Council, BOS, Sexual Harassment), Vigilance Mechanism, Handbook for Students on Cyber Safety, Students Redressal Grievance Committee, SC/ST Cell, Anti Ragging Committee, Journal Club, Dr. A. P. J. Abdul Kalam Awardees, Training & Placement Cell, NBRC Society Registration, Income Tax Exemption Certificate etc. |
| | | Working hours of the facility | Monday to Friday (09:00 AM to 05:30 PM) |

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| | | Contact person & contact details (Phone, fax email) | Ms. Pooja Gosain, Administrative Officer, NBRC, Manesar Tel. No. – 0124-2845209, E-mail : pooja@nbc.ac.in | | | |
| 29 | Such other information as may be prescribed under Section 4(i)(b)(xvii) | Grievance redressal mechanism | CPGRAM or Through Proper Channel. | | | |
| | | List of completed schemes/projects/ Programmes | Attached at Annexure - L | | | |
| | | List of schemes/ projects/ programme underway | Attached at Annexure - M | | | |
| | | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | Attached at Annexure - N | | | |
| | | Annual Report | Annual Reports of the institute are available on the website i.e., http://www.nbc.ac.in . | | | |
| | | Frequently Asked Question (FAQs) | Attached at Annexure - O | | | |
| | | Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter | Nil. | | | |
| 30 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | Details of applications received and disposed | Year | RTI Application Received | Disposed of | Pending |
| | | | 2024-25 | 34 | 34 | 00 |
| | | Details of appeals received and orders issued | Year | RTI Appeals Received | Disposed of | Pending |
| | | | 2024-25 | 02 | 02 | 00 |
| 31 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given | Year | Parliamentary Questions Asked (Lok Sabha & Rajya Sabha) | Replies Given | |
| | | | 2024-25 | 10 | 10 | |
| INFORMATION AS MAY BE PRESCRIBED | | | | | | |
| 32 | Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013] | Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015 | (a) Current CPIO (w.e.f. 06.05.2014 to till date) – Mr. Tanmoy Bhattacharyya, Chief Administrative Officer, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845226, E-mail : cao-nbc@nbc.ac.in Current FAA from 03.10.2023 to till date – Prof. Anirban Basu, Scientist-VII, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845225, E-mail : anirban@nbc.ac.in | | | |

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| | | | <p>(b) FAA from 01.01.2015 to 28.12.2017 – Prof. Subrata Sinha, Director, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845207, E-mail : director@nbrc.ac.in</p> <p>FAA from 29.12.2017 to 20.12.2018 – Prof. Neeraj Jain, Director (I/C) & Scientist-VII, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845207, E-mail : director@nbrc.ac.in</p> <p>FAA from 21.12.2018 to 31.12.2020 – Prof. Neeraj Jain, Director, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845207, E-mail : director@nbrc.ac.in</p> <p>FAA from 01.01.2021 to 01.08.2022 – Prof. Pravat Kr. Mandal, Director (I/C) & Scientist-VII, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845207, E-mail : director@nbrc.ac.in</p> <p>FAA from 02.08.2022 to 27.10.2022 – Prof. Pramod Kr. Garg, Executive Director, THSTI, Faridabad & Director (Additional Charge), National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845207, E-mail : director@nbrc.ac.in</p> <p>FAA from 28.10.2022 to 02.10.2023 – Prof. Krishanu Ray Director, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, NH – 08, Manesar, Gurugram, Haryana – 122 052 Tel. No. - 0124-2845207, E-mail : director@nbrc.ac.in</p> |
| | | <p>Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out</p> | <p>(a) 12.04.2024 (b) Attached at Annexure - P</p> |
| | | <p>Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers</p> | <p>Nil</p> |
| | | <p>Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers</p> | <p>Nil.</p> |
| | | <p>Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which</p> | <p>Nil.</p> |

| | | constituted, (b) Name & Designation of the Officers | |
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| INFORMATION DISCLOSED ON OWN INITIATIVE | | | |
| 33 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | The institute has made available almost every information about the institute on its website. |
| 34 | Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions | Whether STQC certification obtained and its validity | No |
| | | Does the website show the certificate on the Website? | Not Applicable. |